

2021 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Owner Name _____ Property Location _____
Mailing Address _____
(if different from front) _____
City/State/Zip _____ Property Name _____

1 **Primary Property Use (Check One)** ☐ Apartment ☐ Office ☐ Retail ☐ Mixed Use ☐ Shopping Ctr. ☐ Industrial ☐ Other _____

2 Gross Building Area _____

(Including Owner-Occupied Space) _____ Sq. Ft.

3 Net Leasable Area _____ Sq. Ft.

4 Owner-Occupied Area _____ Sq. Ft.

5 Number Of Units _____

INCOME

9 Apartment Rentals (From Schedule A) _____
10 Office Rentals (From Schedule B) _____
11 Retail Rentals (From Schedule B) _____
12 Mixed Rentals (From Schedule B) _____
13 Shopping Center Rentals (From Schedule B) _____
14 Industrial Rentals (From Schedule B) _____
15 Other Rentals (From Schedule B) _____
16 Parking Rentals _____
17 Other Property Income _____
18 **TOTAL POTENTIAL INCOME** _____
(Add Line 9 Through Line 17)
19 Loss Due to Vacancy and Credit _____
20 **EFFECTIVE ANNUAL INCOME** _____
(Line 18 Minus Line 19)

SIGNATURE: _____

EXPENSES

21 Heating/Air Conditioning _____
22 Electricity _____
23 Other Utilities _____
24 Payroll (Except management) _____
25 Supplies _____
26 Management _____
27 Insurance _____
28 Common Area Maintenance _____
29 Leasing Fees / Commissions / Advertising _____
30 Legal and Accounting _____
31 Elevator Maintenance _____
32 Tenant Improvements _____
33 General Repairs _____
34 Other (Specify) _____
35 Other (Specify) _____
36 Other (Specify) _____
37 Security _____
38 **TOTAL EXPENSES** (Add Lines 21 Through 37) _____
39 **NET OPERATING INCOME** (Line 20 Minus Line 38) _____
40 Capital Expenses _____
41 Real Estate Taxes _____
42 Mortgage Payment (Principal and Interest) _____

